Check Writing (Jill)
1. Checks will be **cut on the 1st and 3rd Friday**. Requests are due the Monday prior.
2. All blank checks are in Jill’s possession and will not be at the Extension office
3. Invoices are the preferred method of reimbursement
   a. When unable to get an invoice, request funds from the treasurers prior to expenditure
      i. Need to present document requesting a check for the specific amount
   b. Reimbursement with receipt should only be used as a last resort
      i. **Original** receipt needs to be included with the Moola report.
      ii. **Do not co-mingle** personal purchases
      iii. Please use the tax exempt form to avoid the sales tax
4. Emergency checks- Please plan a head.
   a. When fast checks are needed contact either one of the treasurers’ and a manual check may be issued.

Deposits (Leslie)
1. **Only treasurers will deposit funds**
   a. Proper deposit forms need to be filled out to ensure the deposit is accounted for accurately.
   b. Moola Reports will be used until the end of the Fiscal year after which a revised form will be used
2. Deposit slips should have 3 copies, 1 for the group collecting the $, one for the treasurer and one for the bank.
3. Checks can be mailed to Leslie’s house or dropped off at the extension office
   a. Please **not do mail cash**
4. Deposits brought to the extension office will be receipted by office staff will be picked up by Jill every other Tuesday
5. All cash received by the treasurers will be receipted per 4-H policy
6. **All deposits will be made within 72 hours**
   a. For major county fund raisers the treasurers will be available to make the deposits
   b. For all other fund raisers, arrangements must be made so that the treasurer makes the deposits